

Retention and Classification Report

Agency: Department of Workforce Services. Monticello Employment Center (1920)
16 East 300 South
Monticello, UT 84535
435-587-2016

Records Officer Amanda McPeck

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AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19254

3

TITLE: Check issuance case files

DATES: 1990-2001.

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19254

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19250

3

TITLE: Client case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by the Department of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19250

TITLE: Client case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19253

3

TITLE: Day care case files

DATES: 1990-2001.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS) and now provided by the Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19253

TITLE: Day care case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19251

3

TITLE: Day care center licensing files

DATES: 1990-2001.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

RETENTION:

Retain 8 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19251

TITLE: Day care center licensing files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19252

3

TITLE: Family day care licensing files

DATES: 1990-2001.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year
DESCRIPTION:

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, and now serviced by the Dept. of Workforce Services.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 4.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19252

TITLE: Family day care licensing files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19255

3

TITLE: Food stamp case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19255

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 7319

3

TITLE: Home energy assistance target program files

DATES: 1986-2001.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 7319

TITLE: Home energy assistance target program files

(continued)

APPRAISAL:

Administrative Fiscal Legal

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19260

3

TITLE: Medical cards

DATES: 1990-2001.

ARRANGEMENT: Numerical by card number

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, and now the Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19260

TITLE: Medical cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19261

3

TITLE: Medical cards

DATES: 1990-2001.

ARRANGEMENT: Numerical by card number

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, now The Dept. of Workforce Services when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19261

TITLE: Medical cards

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19257

3

TITLE: Medical excess payment records

DATES: 1990-2001.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year
DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, and now The Dept. of Workforce Services is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19257

TITLE: Medical excess payment records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19256

3

TITLE: Prescription drug claims

DATES: 1990-2001.

ARRANGEMENT: Numerical by claim number

DESCRIPTION:

These are prescription drug claims from clients receiving assistance initially through the Department of Human Services, Office of Family Support, and now The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by federal and state governments.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 9.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19256

TITLE: Prescription drug claims

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19259

3

TITLE: Provider billing files

DATES: 1990-2001.

ARRANGEMENT: Chronological by month, thereunder numerical by billing number

DESCRIPTION:

These are billings issued to day care providers for services provided initially to the Office of Family Support, and now The Dept. of Workforce Services.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19259

TITLE: Provider billing files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19258

3

TITLE: Provider files

DATES: 1990-2001.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19258

TITLE: Provider files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 17859

3

TITLE: Self sufficiency files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files are used to monitor initially Family Support, now The Dept. of Workforce Services, client cases and their progress. They also document the self sufficiency and child income eligible child care programs.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 08/14/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 17859

TITLE: Self sufficiency files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (1995(

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19263

3

TITLE: Single parent employment program files

DATES: 1990-2001.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year
DESCRIPTION:

These files document a demonstration program previously initiated by the Department of Human Services, Office of Family Support, and now The Dept. of Workforce Services to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19263

TITLE: Single parent employment program files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19262

3

TITLE: Transmittal records

DATES: 1990-2001.

ARRANGEMENT: Numerical by transmittal number

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper: Retain in Office for 1 year and then destroy provided all audits have been completed.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19262

TITLE: Transmittal records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public